



**State of Louisiana**  
Department of Health and Hospitals  
Office of Aging and Adult Services

**MEMORANDUM**

OAAS-P-11-005

**TO:** Personal Assistance Service Provider Agencies

**FROM:** Rick Henley *RLH*  
Division Director, Policy and Program Management  
Office of Aging and Adult Services

**DATE:** September 28, 2011

**RE:** Revised *Log of Weekly Services/Supports & Daily Progress Notes*  
(Service Log) – OAAS-PF-11-015 to document the delivery of Personal Assistance Services

Effective October 1, 2011, providers should begin using the *Log of Weekly Services/Supports and Daily Progress Notes for Community Choices Waiver – PAS – Single Employee* to document personal assistance services (PAS) provided to Community Choices Waiver recipients. This log has been revised to reflect the replacement of the Elderly and Disabled Adult Waiver with the Community Choices Waiver and to include the addition of PAS "a.m./p.m.".

PAS "a.m./p.m." is an additional new delivery method which may provide PAS twice a day, once at the beginning of the recipient's day and/or once at the end of the recipient's day. The duration of each session is to be a minimum of one hour and a maximum of two hours with at least a four hour break between the two sessions. This delivery method is not to be shared with another waiver recipient or to be provided to the recipient on the same calendar day as other PAS delivery methods. The following are the new procedure codes, modifiers and rates for this new service delivery method:

Description	Procedure Code	Modifier	Rate
PAS "a.m./p.m." provided in the morning	S5126	UF	\$30/session
PAS "a.m./p.m." provided in the evening	S5126	UH	\$30/session

For additional information about this service, please refer to the published rule in the *Louisiana Register* dated September 20, 2011.

The revised service log will be posted on the Office of Aging and Adult Services' website at: <http://new.dhh.louisiana.gov/index.cfm/newsroom/category/73>.

Providers may continue to use the previous service log with an issue date of July 4, 2010 until January 1, 2012; however, the direct service worker must clearly document on the service log if the PAS "a.m./p.m." delivery method is utilized by making the following changes to the service log:

- The PAS service type column should be changed to reflect "a.m." and/or "p.m." on the day this service delivery method is provided, and
- "WEEKLY PAS AM" and "WEEKLY PAS PM" should be added at the end of the "WEEKLY Total # of Hours" row to indicate the total amount of "a.m." and/or "p.m." provided that week.

If you have questions regarding this information, please contact your local OAAS Regional Office.

RLH/vh

cc: OAAS Regional Offices  
OAAS State Office  
Support Coordination Agencies  
Medicaid Waiver Assistance and Compliance  
Statistical Resources Incorporated